

**United States Pretrial Services Agency
Northern District of California**

Vacancy Announcement No. PTS-DCP 01

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| Position Title: | Deputy Chief Pretrial Services Officer (Type II) |
| Location: | San Francisco, California |
| Position Type: | Permanent Full-Time |
| Salary Range: | Judiciary Salary Plan 14 - 15 (\$112,108 - \$153,200) Based on education and experience |
| Opening Date: | December 15, 2009 |
| Closing Date: | January 11, 2010 |

The Pretrial Services Agency, located in the San Francisco Bay Area, is accepting applications for the position of Deputy Chief Pretrial Services Officer (Type II). The primary responsibilities of this position will be to act as second-in-command for the agency and assist in the administration and management of federal pretrial services.

The primary location is in San Francisco with travel to satellite offices in Oakland, San Jose, and Eureka.

Representative Duties

- ◆ Participate in the organization and management of the office to ensure effective and expeditious handling of pretrial investigation work for the court and supervision of pretrial defendants.
- ◆ Serve as the primary assistant to the Chief Pretrial Services Officer in the formulation, implementation and modification of all agency policies and procedures.
- ◆ Assist in the selection of professional and administrative staff, and serve as the primary assistant to the Chief Pretrial Officer in the formulation of hiring policies and standards for all staff.
- ◆ Participate in the performance evaluation for all subordinates.
- ◆ Participate in the review and oversight of the agency's operating systems and administrative functions.
- ◆ Participate in, and provide oversight of, the budget and procurement process and the agency's information systems unit.
- ◆ Confer with judicial officers, attorneys and other agency representatives to interpret office policy and procedures, and to investigate and resolve any dissatisfaction with the performance of staff.

- ◆ Utilize the skills and resources of the agency to assist the court in the resolution and management of any issues arising with pretrial cases or defendants.
- ◆ Participate in the identification of training needs to implement effective, continuous training for all staff.
- ◆ Assist in establishing and maintaining cooperative relationships with other pretrial and probation offices, to ensure that all requests for assistance from other districts are handled promptly and effectively.
- ◆ Assist in establishing and maintaining cooperative relationships with all components of the criminal justice system, including federal, state and local law enforcement agencies and correctional institutions.
- ◆ Participate in public relations to explain pretrial services to the community, following community issues with special focus on alleviating hazardous office and field incidents.
- ◆ Assist in establishing and maintaining conditions which encourage staff loyalty, enthusiasm, and morale.
- ◆ Occasionally, the incumbent may perform the duties of a pretrial services officer or supervisory pretrial services officer.
- ◆ Perform related duties as required by the Chief Pretrial Services Officer and the court.

Qualifications

Thorough knowledge of the line officer, supervisor and Deputy Chief's role in the operation of the agency. Demonstrated, progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community corrections or pretrial programs. Commitment to organizational goals that reflect high personal standards, outstanding communication skills, strong management experience, and ethical behavior.

To qualify for the position of Deputy Chief Pretrial Services Officer Type II at JSP-14 or JSP-15, a person must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

| JSP Grade Level | Years of Specialized Experience |
|------------------------|--|
| 14 | 6 |
| 15 | 7 |

Specialized Experience

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience. Experience in police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Education Substitutions

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

Note: A degree which relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

Conditions of Employment

Applicants must be citizens of the United States or eligible to work in the United States (i.e., the applicant's country of citizenship has a defense treaty with the United States.)

Prior to appointment, the selectee considered for the position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for pretrial services officers are available for public review at <http://www.uscourts.gov/>.

Maximum Entry Age

There is no "maximum entry age" for this position; however, in order to be included under federal law enforcement retirement provisions, an individual would have to meet "maximum entry age" provisions as follows:

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement experience under the Civil Service Retirement System or the Federal Employees Retirement System and who

have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirements.

Benefits

Judiciary employees serve under excepted appointments (not civil service). Federal benefits include paid holidays, vacation/sick leave accrual, health insurance, dental and vision benefits, disability and life insurance, long-term care, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan with employer matching contributions). This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

How to Apply

Qualified applicants should submit an original and eight (8) copies of their current resume and cover letter outlining their qualifications and employment history, including salary and grade level, prior to the close of business (5:00 p.m. PST) on January 11, 2010.

Please submit your application materials to:

Richard W. Wieking, Acting Chief Pretrial Services Officer
c/o U.S. District Court
450 Golden Gate Avenue
P.O. Box 36060
San Francisco, California 94102

Expenses associated with interviews or relocation cannot be reimbursed.

**THE UNITED STATES PRETRIAL SERVICES AGENCY FOR THE NORTHERN
DISTRICT OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER.**